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VA-669-21-00005

I GENERAL INFORMATION

- 1. SOLICITATION NO:** VA-669-21-00005
- 2. ISSUANCE DATE:** 07/07/2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 07/28/2021 at 17:30 Monrovia time
- 4. POINT OF CONTACT:** Executive Officer, email at LiberiaHR@usaid.gov
- 5. POSITION TITLE:** AID Project Management Specialist (Private Sector)
- 6. MARKET VALUE:** USD 40,344 – 64,550 [USD] FSN-11
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Initial contract will be for one year (with optional years included for extension, not to exceed five years), based on the programmatic needs, funding availability, and performance.
- 8. PLACE OF PERFORMANCE:** Monrovia, Liberia.
- 9. ELIGIBLE OFFERORS:** Individuals who are Liberian citizens or non-Liberian citizens lawfully admitted for permanent residence in Liberia.
- 10. SECURITY LEVEL REQUIRED:** Facility and computer access.

11. STATEMENT OF DUTIES

1. Basic Function of Position:

The Private Sector Development Specialist sits in the Economic Policy and Private Sector Initiatives Team in the Economic Growth Office (EGO). The Specialist's primary responsibility is to work on all issues pertaining to private sector development, including the policy and regulatory environment for micro, small, and medium enterprises (MSMEs) and the enabling environment for increased foreign and domestic investments and employment growth. The Private Sector Development Specialist also provides expertise on value chain development, including in the Agricultural and Biodiversity sectors; entrepreneurship development, including innovations designed to move informal businesses into the formal economy; increasing access to finance, including mobile money schemes; supporting the Government of Liberia (GoL) on the potential development of Special Economic Zones (SEZ) and improving partnerships with Concessionaires; and engaging the private sector across all sectors in which the Mission operates.

2. Major Duties and Responsibilities:

Provides Program Development and Support in The Management of USAID/Liberia's Private Sector Activities: 50% of Time

Private Sector Engagement (PSE) is a core tenet of the Agency's operating model and paves the pathway for countries to accelerate their Journey to Self-Reliance (J2SR). As such, it is a critical input to achieving the goals of the Mission's Country Development Cooperation Strategy (CDCS). USAID's strategy for transformational development in Liberia seeks to boost economic growth through private sector development focused on improving the enabling environment for investment, increasing competitiveness, promoting trade, and reducing poverty and unemployment. The Specialist will take an active results-oriented role to assist the Economic Growth Office (EGO) in providing leadership to the Mission to achieve this strategic vision. The position will provide technical expertise and support policy dialogue and coordination for the USAID/Liberia Economic Growth Office's leadership. This includes providing requested technical advice in private sector development issues and policies in Liberia to the Mission Director, Deputy Mission Director, and other Office Directors, as requested. The position is also responsible for maintaining comprehensive knowledge of current economic growth issues and interventions and for establishing and maintaining professional working relationships with Government of Liberia (GOL) officials, the USG interagency, other donors, key implementing partners, local leaders, and the private sector.

The Specialist position serves as an expert within the Economic Growth Office, (EGO) to the Mission on private sector growth and development:

1. S/He will assist his/her Team Leader and the Economic Growth Office Directors in developing and supporting a comprehensive strategy for greater private sector engagement.
2. S/He will assist the Economic Growth Office to develop programs and activities which support the growth of micro, small, and medium enterprises (MSMEs) in Liberia.
3. S/He will assist the Economic Growth Office (EGO) to develop public-private partnerships (PPPs) in Liberia.
4. S/He will provide expertise support to other technical offices in USAID/Liberia in their efforts to engage the private sector in sector portfolios. Some examples may be:
 - a. Provide advice and counsel on developing the skills/capacity of local private sector service providers to meet the advocacy needs of supported Civil Society Organizations (CSOs), and fostering private sector partnerships to increase access to business services and improve the efficiency of public service delivery at the local (county and village) levels;
 - b. Perform analysis of market issues to support the creation of workforce development programs to expand employment and entrepreneurship opportunities, focusing programs for youth to better align skills-building with the private sector demand for trained employees; and
 - c. Support the engagement of the private sector in the various activities under the Health Federation and WASH programs.

Provides Technical Oversight and Project Management

30% of Time

The Private Sector Development Specialist:

1. Assists the EGO Team Leader in developing and designing new activities that support USAID/Libera's Country Development Cooperation Strategy (CDCS) and Economic Growth Office's strategy for greater private sector development.
2. Serves as Contracting or Assistance Officer Representative (COR/AOR) for at least one Mission award promoting private sector development and/or improved policy environment. This role includes performing consistent monitoring and evaluation of program performance and financial oversight and providing technical guidance to contractors and grantees within the scope of the award, accepting deliverables from contractors on behalf of the mission. Contribution to regular reporting requirements such as field trip reports, quarterly accruals, procurement obligations and pipeline reviews and the semi-annual portfolio reviews is also required.
3. Works closely with Mission AORs/CORs, Mission monitoring and evaluation specialists and Program and Project Development (PPD) and the Office of Acquisition Assistance (OAA) to support development of results frameworks to track and evaluate the ways in which the Mission engages with the private sector and determine what results are achieved. Provides input to Mission and Agency quarterly and annual tracking and performance exercises and various taskers.
4. Provides strategic direction and technical support to the Mission in the design of key private sector development interventions and on policy reforms related to addressing challenges and barriers to private sector growth. In this context, liaises with other Mission technical colleagues working with the private sector in their own program portfolio.
5. Works closely with the Mission Economist, his/her Team Leader and Economic Growth Office (EGO) Directors, to analyze country-level and regional data on policy reform, private sector development, and finance from a wide variety of sources both nationally and internationally; follows closely current political, social, economic and business trends in Liberia and provides analysis on how these trends effect the development and implementation of the Mission's economic growth programs and the Government of Liberia's (GOL) implementation of its Pro-Poor Agenda for Prosperity and Development (PAPD); and conducts or manages external expert analyses of opportunities and constraints to increase private sector development in Liberia. This includes preparing, contributing to, or reviewing analytical reports on private sector development, policy environment, and employment within Liberia's political, economic, and social context.
6. Provides technical support for the development, procurement, and monitoring of public-private partnerships within the Missions activities and provides recommendations to the Government of Liberia (GOL) on partnering with the private sector.

Knowledge Management and Relationship Development

20% of Time

1. Supports USAID to liaison with other donors on private sector development and policy reform, briefing USAID management and Embassy on issues and discussions and preparing necessary documents, including USAID's positions, and talking points for meetings.
2. Develops and maintains close professional contacts and active dialogue with Private Sector Advisor peers in other country donor agencies, local organizations, and various Government of Liberia (GOL) offices which engage in private sector and policy reform issues and activities, building contacts to facilitate knowledge-sharing and consultation or coordination of activities and ensuring USAID private sector program goals are realistic and achievable in the Liberian context.
3. Review policies of the Government of Liberia (GOL) that affect private sector development including Liberia's utilization of or position in regional, international or USG agreements and conventions such as Economic Community of West African States (ECOWAS), African continental free trade area agreement, AfCFTA, World Trade Organization (WTO), African Growth and Opportunity Act (AGOA), etc. Provides information on implications of these policies and agreements for Liberia and on the effective implementation of USAID private sector development programs.
 - **Supervisory Controls**
This position reports directly to the Private Sector Team Leader or his/her designate.
 - **Supervisory Relationship**
Full supervision of other USAID staff is not contemplated. The incumbent is provided with programmatic guidance on overall objectives, priorities, and deadlines; relevant operational guidance from USAID/W and USAID/Liberia; and USAID regulations and policies.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** University/College Degree (i.e. Bachelor's Degree) in the field of business administration, business entrepreneurship, economics, international development, or other related degree is required.
2. **Prior Work Experience:** Minimum of five (5) years of prior work experience in project management positions analyzing and coordinating programs in the field of economic development, private sector promotion, business development policy analysis or finance is required.
3. **Work/Residency Permits:** Applicants must have valid work and/or residency permits allowing work in Liberia.
4. **Language Proficiency:** Level IV (fluent) in English. Excellent English verbal communication skills, tact, and diplomacy, and the ability to establish and develop productive working relations with key stakeholders are required.

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factor(s) in order to be considered.

1. Selection Process

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. As part of the selection process, the most qualified candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

2. Evaluation Factors

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Development of USAID or donor-funded Private Sector programs:

In 500 words or less, describe your experience in the development of USAID or donor-funded agricultural, agribusiness, public-private-partnerships (PPPS) or micro, small and medium enterprise (MSME) business development programs or activities. Experience should include designing private sector programs and developing strategies, project descriptions, support documents and procurement documents.

FACTOR #2: Technical Oversight and Project Management:

In 500 words or less, describe your experience in project management or contract administration including start-up, work planning, implementation, monitoring and evaluation and close-out of activities.

FACTOR #3: Knowledge Management and Relationship Development:

In 500 words or less, describe your experience in developing and maintaining contacts with government, private sector, and donor-community counterparts. Experience should include knowledge sharing, consensus building and the coordination of activities.

FACTOR #4: Experience in Agribusiness and Natural Resource Management:

In 500 words or less, describe your experience in promoting agricultural or natural resource-based businesses or endeavors. Describe private sector approaches implemented to support sustainability and environmental degradation.

3. Basis of Rating

Applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors 40 points

Factor #1	10 points
Factor #2	10 points
Factor #3	10 points
Factor #4	10 points

Interview Performance 60 points

Interview questions will revolve around the candidate's ability to:

- Describe their experience and qualifications related to managing Private Sector and
- Communicate Effectively.

Total Possible Points 100 points

IV. SUBMITTING AN OFFER

Applications must be submitted electronically by email with the subject line **VA-669-21-00005 – AID Project Management Specialist (Private Sector)** LiberiaHR@usaid.gov

Applicants may submit an application prior to the closing date and time specified in Section I, item 3 mentioned above unless revised.

Qualified applicants must submit the following documents, or their applications will not be considered for this position:

1. A current curriculum vitae (CV) or resume, not to exceed 3 pages.
2. A minimum of three (3) professional references with telephone and email contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
3. A supplemental document with a written response to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception to these requirements.

Short-listed candidates may be requested to provide educational documents such as transcripts for degrees, diplomas, certificates, and other pertinent documents as needed.

Any attachments provided via email must be compatible with Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 25 MB. Incomplete applications will not be considered.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.